

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
ORIENTATION SUB-COMMITTEE
Friday, December 19, 2014 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Hammer, Tuckwell

Members Absent: None

Call Meeting to Order: Chair Bix called the meeting with order at 11:00 A.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: None

Approval of the Agenda: Hammer moved to approve the agenda with six items; Tuckwell seconded. All Ayes. Motion Carried.

Approval of the Minutes of the December 2, 2014 Orientation Sub-Committee: Hammer moved to approve the minutes of the December 2, 2014 Orientation Sub-Committee; Tuckwell seconded. All Ayes. Motion Carried.

Review & Develop Board of Directors Orientation Manual: The Sub-Committee reviewed the materials that will be included in the Board of Directors Orientation Manual. Hammer moved to approve the Orientation Manual as put presented; Tuckwell seconded. All Ayes. Motion Carried.

Adjournment: With no further business, Hammer moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 11:27 A.M.

Handouts: Minutes of the December 2, 2014 Orientation Sub-Committee; History of the ADRC-NW; list of ADRC-NW staff; list and description of ADRC-NW committees with current members; job descriptions for both Board Members and employees; organization chart; mission statement; list of office locations; list of acronyms pertinent to ADRCs; calendar of events; current brochures; color chart of all ADRCs in the State of Wisconsin; ADRC-NW bylaws; information on the ADRC-NW Web site; information on the tablets issued to all Board Members; University of Wisconsin Extension Fact Sheet on Wisconsin Open Meetings Law; list of ADRC-NW Board Members and contact information; Board – Management Relationship.